

Arriving soon in your neighborhood...





The Mobile Branch Office offers services closer to home.

Whether changing your address or renewing your driver's license,
the Mobile Branch Office is a great option for you.

Some transactions can be processed up to six months ahead of time
and no extra paperwork is necessary to use the Mobile Branch Office.

What is the Secretary of State Mobile Branch Office?

The Secretary of State Mobile Branch Office is a full-service office on wheels. It offers the unique ability to bring all the services provided at any of the Secretary of State branch offices to any community at any time.

Services include:

- ❖ Issuing or renewing driver's licenses and special endorsements
- ❖ Changing a driver's license address or other personal information
- ❖ Issuing or renewing a personal identification card
- ❖ Providing disability parking permits
- ❖ Voter registration
- ❖ Titling and registering vehicles and watercraft
- ❖ Transferring titles
- ❖ Registering snowmobiles



THE Secretary of State **MOBILE OFFICE!**



Who typically reserves the Mobile Branch Office?

The Mobile Branch Office allows the Secretary of State to offer services to hard to reach populations. Host organizations such as nonprofit agencies, community organizations and businesses are encouraged to schedule the Mobile Branch Office as a convenience for their employees and customers.

In addition, the Mobile Branch Office is available for special occasions and events such as community festivals and state fairs, senior and civic events, and exhibitions.

The Mobile Branch Office may also provide temporary on-site services in communities where local Secretary of State branch offices are closed for remodeling or relocation.

Where can the Mobile Branch Office be parked?

Any paved or level unpaved parking area where there is sufficient, safe room for customers to park and walk will accommodate the Mobile Branch Office.

The Mobile Branch Office consists of two vehicles, a tow vehicle and a trailer. The trailer is 28 feet long and 8.4 feet wide.

The Mobile Branch Office is 12 feet high at the top of its compressor unit and has a ground clearance of 9 inches. The trailer is towed by a one-ton truck.

The Mobile Branch Office requires one 20 amp power hookup and access to a dedicated analog telephone line within 100 feet of its operating location.



If you are interested in scheduling the Secretary of State Mobile Branch Office, please contact the Office of Communications at (517) 373-2520.

What does the host organization provide?

The host organization is responsible for providing:

- ❖ A parking lot or other easily accessible, clearly marked location
- ❖ 20 amp electrical hookup
- ❖ A dedicated analog telephone line
- ❖ Employee notification
- ❖ Monitoring and assistance, such as signs and traffic direction
- ❖ The name of an on-site contact person for the Mobile Branch Office manager

What are the Mobile Branch Office hours of operation?

Secretary of State personnel will work with building operations and management staff within the timetable set by the host organization to make sure that the Mobile Branch Office visit results in top quality service and customer satisfaction.

Is the Mobile Branch Office handicapper accessible?

Yes. The Mobile Branch Office has a wheelchair lift. Service also can be provided at the front of the office upon request for those who do not wish to enter the Mobile Branch Office.



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